



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 10
1200 Sixth Avenue
Seattle, Washington 98101

Dec 30, 2005

Reply To
Attn. Of: RA-140

MEMORANDUM

SUBJECT: Regional Quality Assurance Annual Report for Fiscal Year 2005 and Work Plan for Fiscal Year 2006

FROM: L. Michael Bogert //s//
Regional Administrator

TO: Reggie Cheatham
Director, Quality Staff (2811R)

This is to transmit the completed Region 10's Regional Quality Assurance Annual Report and Work Plan for your consideration. If you have any questions, or need additional information, please call Roy Araki at (206) 553-6395, e-mail address: Araki.Roy@epa.gov.

Enclosures

cc: William M. Riley, Director, Office of Environmental Assessment
Roy Araki, RQAM, OEA
Rob Wilson, Unit Manager, OEA-TSU
Don Matheny, Chemist, Quality Assurance Staff, OEA-TSU

Quality Assurance Annual Report and Work Plan
Fiscal Years 2005/2006
Organization: USEPA Region 10
By Don Matheny (R10 OEA-TSU)

1. QUALITY MANAGEMENT RESOURCES

1.1 Personnel Resources

	FTE	
	Actual FY2005	Projected FY2006
Organization's total filled FTE positions:	613.5*	611.5*
EPA (and other Federal) FTE involved in the management of QA and QC activities:	9.5	9.5
EPA (and other Federal) FTE involved in QA and QC technical support activities:	10**	10**
EPA FTE involved in other non-technical QA and QC support activities:	1	1
Contractor FTE involved in QA and QC support activities:	2***	2***
* reported as "on-board FTE". Accounted for positions above ceiling that are funded through lapse generated by LWOP, retirements, etc.. ** est. as 10% of approximately 100 project officers within Region 10 *** est. LOE for plan development and data assessment of 63 projects		

1.2 Financial Resources

	Estimates (\$K)	
	Actual FY2005	Projected FY2006
Extramural Resources (not including travel funds or training)	\$10.5K	\$5K
Travel oversight, surveillance, and audits/assessments	\$9.4K	\$5K
Training (including registration fees) and travel for training	\$5K	\$5K

1.3 Adequacy of Resources

FY'05 travel and training resources allowed Region 10 to achieve its planned and programmatic commitments in providing Quality Assurance training, reviews, audits and assessments. Training expenditures of approximately \$175 per person were made available to Regional Science/Technical Staff.

For FY'06, a reduction in resources is expected to result in restrictions in the number of assessments, conferences and training sessions that the Region conducts and/or participates in. In general, priority activities to be conducted this fiscal year will be given to planned assessments in the order of drinking water certification, air network reviews and required contract laboratory audits followed by State Management System Reviews with subsequent priority for project specific requests. Training efforts will focus on local training opportunities that do not require travel. Representation of Region 10 at the Agency's Annual Quality Systems Conference may be limited to one or two Regional staff. Participation by Region 10 at the Annual Superfund Contract Lab Program Conference is also expected to be limited to two Regional staff.

2. TRAINING

2.1 Needs Assessment

Training needs for Regional QA staff are determined through regular workload meetings between management and staff (including a review and assessment of available course announcements). Training needs for programs are identified during audits, program feedback and consultations between Regional programs and the RQAM. Minimal training requirements (e.g., 40 hour health and safety, basic inspector, refresher courses, etc..) are routinely scheduled in order to maintain credentials and travel status as part of the Region's policy. Other specialized training (e.g., NELAC, air monitoring, etc..) are scheduled by individual staff based on specific needs and is highly encouraged by both management and the RQAM. Individual training resources are also made available through the Region's scientific/technical scholarship program.

For FY'06, Region 10 staff plan to attend training for Air Certification (in conjunction with the Annual QA Conference), statistical data quality assessment and on the Uniform Federal Policy for Quality Assurance Project Plans.

2.2 QA and QC Courses Provided and Taken

QA and QC Courses Provided by Organization			
Course Title	Supplier	# Attendees	
		from Org.	from Other Orgs. (identify)
QA Plan Development for Inspectors	Region 10	10	State/County/City Govt. - 30
QA Requirements for Grants	Region 10	20	
QA in the Chemistry Lab - AOAC	Reg.10/AOAC		Gov. & Pvt. AOAC Members – 20
QA Requirements for Brownfields	Region 10		Grant Recipients – 20
Presentation at Superfund Analytical Operations Training Conference	Region 10	2	EPA Regions, HQ, Contractors – 70

QA and QC Courses Taken by Organization		
Course Title	Supplier	# Attendees (from Org.)
Managing Uncertainty with Systematic Planning for Environmental Decision Making	Bechtel Hanford Inc.	20
Visual Sample Plan	Bechtel Hanford Inc.	10
Staged Electronic Data Deliverables (SEDD) for CLP Organic & Inorganic Contracts	HQ Analytical Support Branch	1
Automated Data Review with SEDD	HQ Analytical Support Branch and USACE	1
Fundamentals of Leadership & Team Development	EPA Contractors	1
Contract Representative/Management Representative	EPA Contractors	1
Conflict Management	EPA Contractors	1

2.3 Other Training Information

Received basic health & safety as well as disaster preparedness training as needed.
Provide on-going training for QA planning requirements to project officers on a regular basis and/or as needed.

3. QUALITY SYSTEM-RELATED ACCOMPLISHMENTS

3.1 Innovative Practices

No new innovative practices were developed for managing the Region's Quality System during FY'05.

3.2 Revisions to Quality Management Plan

No revisions to the Region's Quality Management Plan occurred during FY'05.

3.3 Technical Assessments

A significant portion of the technical assessments, conducted by Region 10 QA chemists, are technical and completeness reviews of data produced by laboratories under contract with the agency. Meeting both project goals and contract oversight responsibilities, these reviews provide assurance to data users that the reported analytical results are usable and verifiable solely based on the documentation produced by the lab. Where completeness reviews provide assurances that the minimally required documentation is present, technical reviews produce statements of precision and bias affecting the usability of data and further reconciles the identification and quantitation of reported analyte concentrations against the sample workup and instrumentation records.

For the air program, audits of National Ambient Air Quality Standard (NAAQS) and National Air Toxics Trends (NATTS) field sites and support labs are conducted routinely and led by an OAQPS contractor. For FY'05, Region 10 attended the lab audit of Oregon Department of Environmental Quality.

Type	Org./Project Assessed	Assessor	Date(s)	Finding and Corrective Action Status
CWA TSA	Washington State Public Health lab	Stephanie Harris (Region 10)	Nov. 10, 2004	Audit complete, lab received full DW certification for microbiology
CWA TSA	Idaho Bureau of Labs	Isa Chamberlain, Peggy Knight, Stephanie Harris (Region 10)	Sep. 27 - 30, 2005	Report of findings currently in Draft
Field TSA	Upper Columbia RI/FS Sediment Sampling	Gina Grepo-Grove Brandon Perkins (Region 10)	Apr. 25 - 29, 2005	No significant deficiencies were noted
Field TSA	Upper Columbia RI/FS Fish Tissue Sampling	Gina Grepo-Grove Brandon Perkins (Region 10)	Sep. 12 - 16, 2005	No significant deficiencies were noted
Lab TSA	Upper Columbia RI/FS Fish Tissue Processing	Gina Grepo-Grove Dave Terpening (Region 10)	Aug. 30 - Sep. 1, 2005	No significant deficiencies were noted
Lab TSA	Laucks Testing Labs (Superfund CLP)	Gina Grepo-Grove Laura Castrilli (Region 10)	July, 2005	Pre-award audit complete, lab received approval under contract program
Air	Oregon & Washington IMPROVE Sites	Chris Hall (Region 10)	June 20 - 24, 2005	No significant deficiencies were noted
Air	Eugene, OR (LRAPA) PM 2.5 Speciation	Chris Hall (Region 10)	June 23, 2005	No significant deficiencies were noted
Air	Oregon & Idaho IMPROVE Sites	Chris Hall (Region 10)	Sep. 18 – 22, 2005	No significant deficiencies were noted
Air	Nampa, ID (IDEQ) PM 2.5 Speciation	Chris Hall (Region 10)	Sep. 20, 2005	No significant deficiencies were noted

3.4 Technical Assistance

Quality Assurance Planning Documents

<i>Type</i>	<i># of Plans Reviewed</i>	<i># of Plans Approved</i>	<i>Average Time to Approval</i>
Quality Management Plans (or equivalents)	3	Optional	12 months
QA Project Plans (or equivalents, e.g., Sampling and Analysis Plans, etc.)	169	Optional	23 days

Other Technical Assistance	
<i>Organization</i>	<i>Type of Assistance</i>

3.5 QA Guidance

No new Regional QA Guidance or changes to SOPs occurred this fiscal year.

3.6 Publications and Presentations

No new publications/presentations to report this fiscal year.

3.7 Awards and Recognition

There are no significant awards or recognition related to QA management and/or staff for this fiscal year.

3.8 Other QA Management Accomplishments

There are no significant QA Management accomplishments to report for this fiscal year.

4. ASSESSMENTS OF QUALITY SYSTEMS

Quality System Assessments Conducted During Current QAARWP Reporting Period			
Quality System Assessed	Assessor (and Org.)	Date(s)	Findings and Corrective Action Status
USEPA Region 10 (Management Systems Review)	Quality Staff Lisa Doucet Diann Sims Pat Mundy Terry Simpson (R3)	July 11-14, 2005	Finding: a need for the RQAM to conduct an internal assessment of the Region's programs was reported. CA: An assessment is being conducted at the writing of this report.
Region 10 Manchester Laboratory (NELAC Review)	New Jersey NELAC Accrediting Authority	May 10-12, 2005	Final Report Pending
Idaho Department of Environmental Quality	Roy Araki, Don Matheny (Region 10)	Sep. 19-21, 2005	Audit Complete. Department shown to have a progressive quality system. No negative findings or corrective actions.
Idaho Department of Agriculture	Gina Grepo-Grove Brandon Perkins (Region 10)	Sep. 19-22, 2005	Report of findings currently in Draft
Idaho Department of Water Resources	Gina Grepo-Grove Brandon Perkins (Region 10)	Sep. 19-22, 2005	Report of findings currently in Draft

5. Planned Activities

The major activities planned for fiscal year 2006 include the following:

- QA Project Plan Development and Review
- Data Validation and Review
- Quality Management Plan Reviews for upcoming Superfund START Contracts
- Audits of Region 10 Superfund Contract Labs
- Management System Reviews and/or Technical System Reviews of:
 - Oregon Department of Environmental Quality
 - Oregon Department of Agriculture
 - Oregon Department of Health
 - EPA Region 10 Manchester Laboratory
 - EPA Region 10 ESAT Support Contract
 - EPA Region 10 selected offices and programs as needed
 - Washington Department of Ecology
 - Washington Department of Agriculture
 - Performance Audits of NAAQS & IMPROVE Sites
- Provide Training on QA requirements at:
 - Basic Inspector Training in Seattle, Washington
 - Grants Management Training for Project Officers in Seattle, Washington
- Receive Training in:
 - Uniform Federal Policy Requirements for QA Project Plan Development
 - Statistically Derived Data Quality Assessments